Homeownership Capacity Secure File Exchange

MINNESOTA HOUSING

Our Mission

Housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance affordable housing.

New Secure File Exchange Tool

- Much easier to use than box.com.

- No password or special log-in required. Just your email address.

- Instructions on the following slides as well as in a document on the Partner Login page.

Uploading - Step 1

- Go to www.mnhousing.gov. Click on Partner Login on the top navigation.
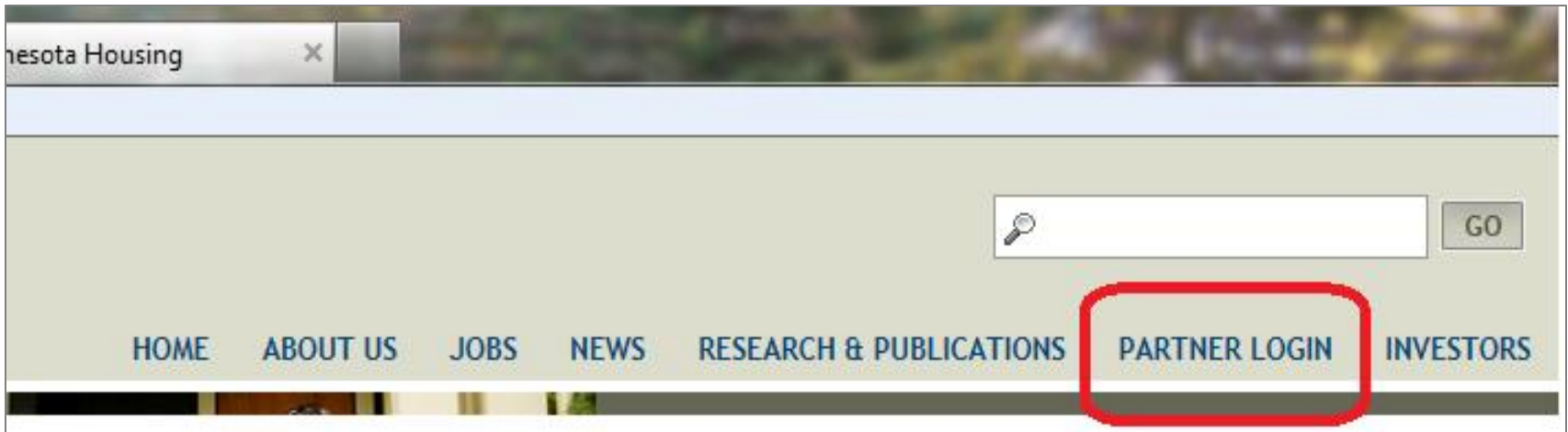
Home > Partner Login

Secure Login

Single Family Applications

Loan Commitment System (compatible with Internet Explorer only, not Google Chrome or Firefox, etc.)

For further assistance, please contact the Partner Solutions Team at 651.296.8215 or 800.710.8871, 7:30 a.m. - 5:00 p.m. business days.

Single Family Secure File Exchange

This tool allows organizations to securely upload and download documentation for the following programs:

- Rehabilitation Loan Program
- Emergency and Accessibility Loan Program
- Enhanced Financial Homeownership Capacity Initiative (Homeownership Capacity)

Please review the instructions on how to use the Single Family Secure File Exchange.

Single Family Secure Upload Tool

This tool allows organizations to submit the following:

- Start Up and Step Up documents
- Single Family RFP application materials

Functional issues with the Single Family Secure Upload Tool (such as users not receiving the "Successfully Uploaded" confirmation message after uploading, etc.) may occur if the Upload Tool is not run in compatibility mode (with Internet Explorer versions 8 and 9). The Secure Upload Tool currently supports Internet Explorer version 7.

- Under **Secure Login**, click on the **Single Family Secure File Exchange.**

- The **Secure File Exchange** site will appear. To send files to Minnesota Housing, click on **Secure Upload**.

Secure File Exchange

Welcome to the Minnesota Housing Secure File Exchange. You can use this service to send us files or to receive files from us. All transfers are confidential and SSL encrypted.
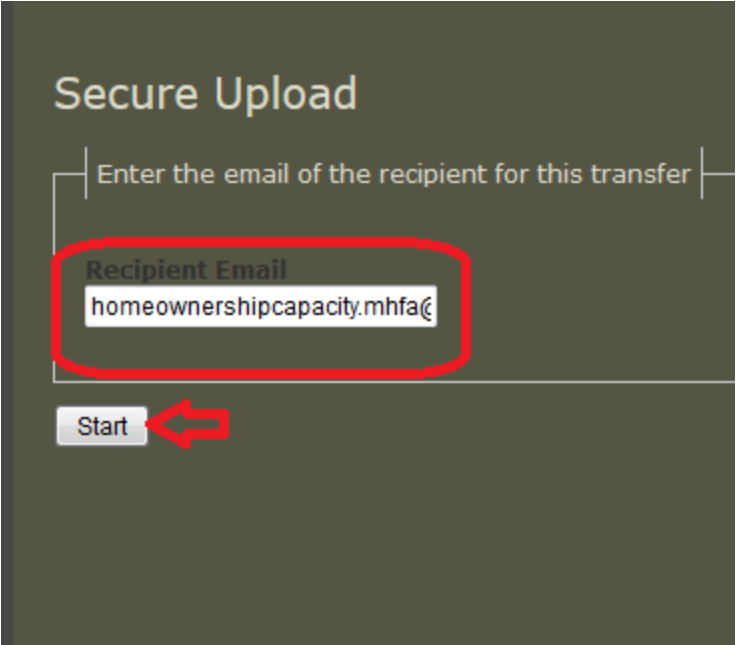
Secure Upload
Send files to Minnesota Housing.

Secure Download
Download files sent to you by Minnesota Housing. Please have your download tracking code ready.

- The next screen will request the recipient's email address. In this field, enter **HomeownershipCapacity.mhfa@state.mn.us**.

- Then click Start.

Uploading - Step 5
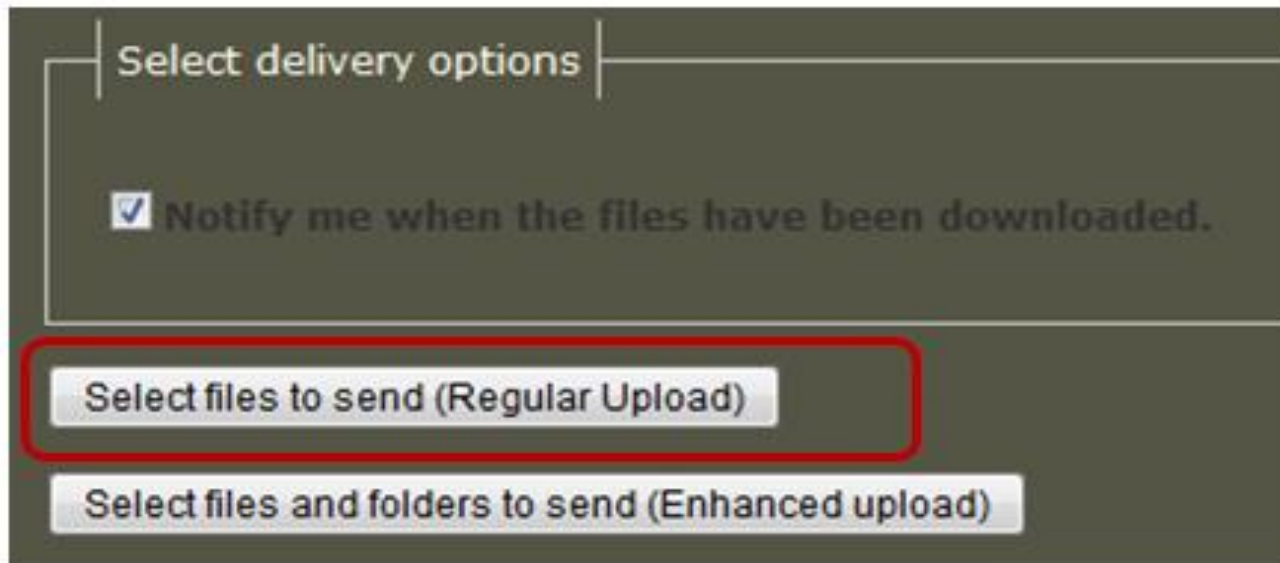
- Enter the following Information:
  - Name
  - Email Address
  - Confirm Email Address
  - Subject
  - Message/Description/Instructions: Include any instructions regarding your documentation to be submitted
  - Optional: Notify me when files have been downloaded. [Checkbox]

- After filling in all the pertinent information, click on **Select Files to Send (Regular Upload)**.

- The next screen allows you to select the files you wish to upload. Click on the **Browse** button and navigate to your file location. Use another line in the Secure Upload form to browse to another file if desired.

- Scroll down to the bottom of the screen. When ready, click the **Upload and Send** button.

- When the files have been successfully uploaded, the following message will be displayed:

- You will receive an email from homeownershipcapacity.mhfa@state.mn.us with a link to download the file. Click the link.
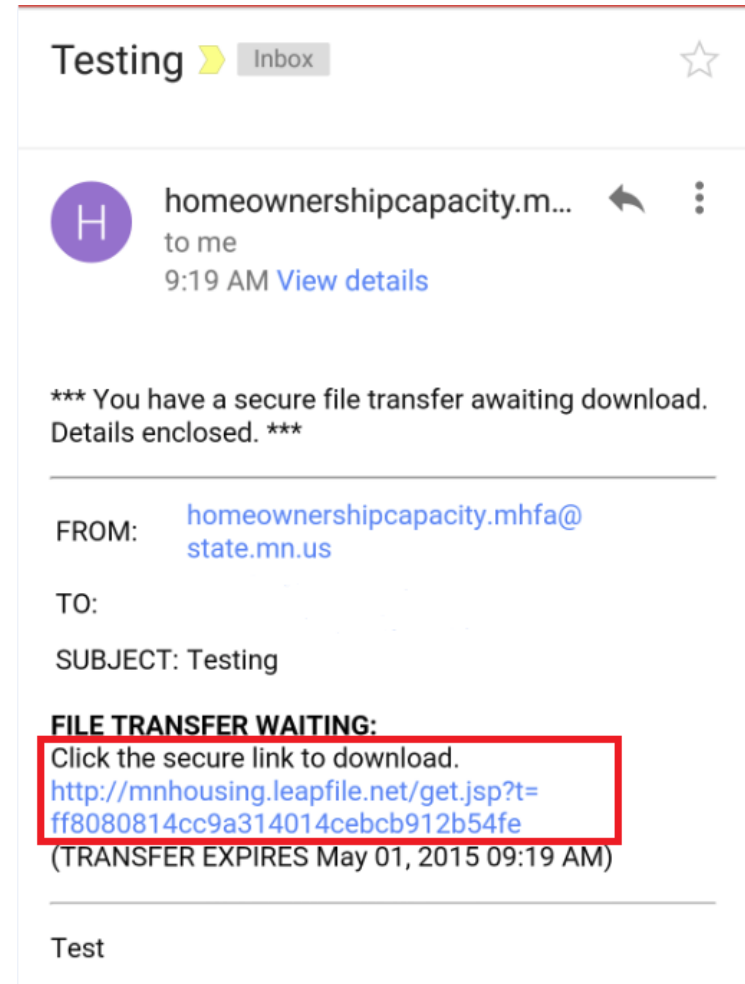
Downloading – Step 2

- On the next page, enter your email and click authenticate.

Downloading – Step 3

- On the next page, click download.

For More Information

Contact:

Que Vang

que.vang@state.mn.us

651.296.7613

www.mnhousing.gov